arpa·e
CHANGING WHAT'S POSSIBLE

Advanced Research Projects Agency • Energy

eXCHANGE User Guide for Applicants

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Welcome to ARPA-E

ABOUT ARPA-E

The Advanced Research Projects Agency – Energy (ARPA-E) is an agency within the Department of Energy that has funded the development and deployment of transformational and disruptive energy technologies and systems since 2009.

ABOUT THE FUNDING OPPORTUNITY ANNOUNCEMENT (FOA) PROCESS

ARPA-E issues periodic FOAs, which are focused on overcoming specific technical barriers around a specific energy area. ARPA-E also issues periodic OPEN FOAs to identify high-potential projects that address the full range of energy-related technologies, as well as funding solicitations aimed at supporting America's small business innovators.

Applicants are required to submit their applications to ARPA-E through the Agency's online application portal, ARPA-E eXCHANGE (arpa-e-foa.energy.gov). Submissions received through other means are deemed noncompliant and are not reviewed or considered.

ABOUT THIS GUIDE

This guide will assist applicants in using the ARPA-E eXCHANGE system to find information about current FOAs, submit applications to ARPA-E FOAs, receive feedback on those submissions, and review selection decisions.

NEED ASSISTANCE?

ARPA-E has published responses to Frequently Asked Questions (arpa-e.energy.gov/faq) on its website.

Questions about a current FOA?
For FOA-specific questions, please check the Current Funding Opportunities FAQ page (arpa-e.energy.gov/?q=faq/current-funding-opportunities) to see if your questions has been answered previously.

If you do not see a response to your question, please send an email to ARPA-E-CO@hq.doe.gov. All emails must include the FOA name and number in the subject line. Responses will be posted on a weekly basis for any questions that are received. ARPA-E may re-phrase questions or consolidate similar questions for administrative purposes.
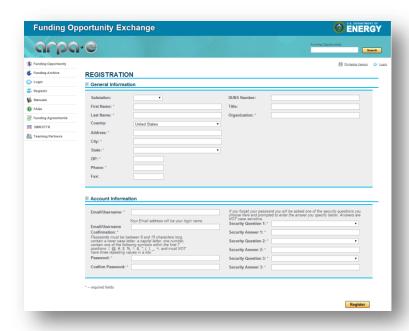
Questions about the eXCHANGE system?
For technical questions regarding the ARPA-E eXCHANGE system, please review this guide or send an email to ExchangeHelp@hq.doe.gov.

Getting Started with ARPA-E eXCHANGE
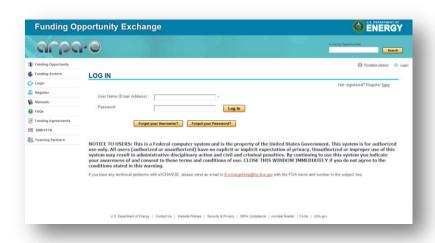
REGISTRATION

In order to apply to current FOAs in the eXCHANGE system, you must register. Simply navigate to arpa-e-foa.energy.gov/Registration.aspx, click the Applicant button, and complete the short registration form.

Once you have registered, you can log in to your account, and begin applying to current FOAs.

USERNAME AND PASSWORD RECOVERY

Should you need assistance gaining access to your account, the eXCHANGE system offers both username and password recovery options on the Login page (arpa-e-foa.energy.gov/login.aspx).
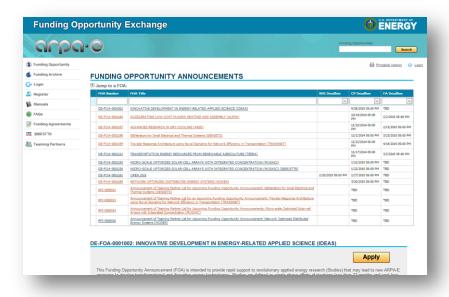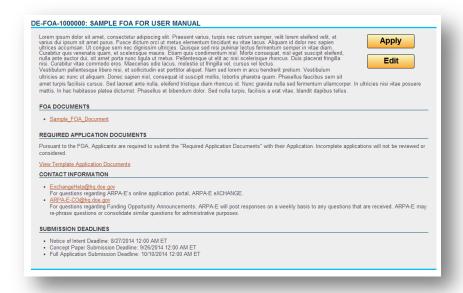
MY ACCOUNT
To view and update your personal information, change your password, and update security questions and answers, navigate to the My Account (arpa-e-foa.energy.gov/MyAccount.aspx) page either from the left menu or the link at the top right corner of every page.

CURRENT FUNDING OPPORTUNITIES
Current FOAs are listed on the main Funding Opportunity page (arpa-e-foa.energy.gov/Default.aspx).

From this page, you can find an overview of each FOA, links to FOA documents, Application templates, Submission Deadlines, and more.
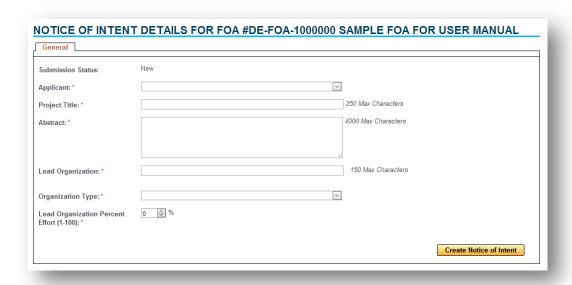
FOA Submission Process

The exact process and information required for each FOA can vary, but the full process is outlined below. Please review each FOA carefully for guidance on the required process and information.

NOTICE OF INTENT (IF APPLICABLE)

A FOA may require you to submit a Notice of Intent in the eXCHANGE system before the submission deadline. The fields required can vary by FOA, but is generally basic information about the proposed submission and team. This information can be updated later at the Concept Paper and/or Full Application stage. A sample Notice of Intent form can be seen below.
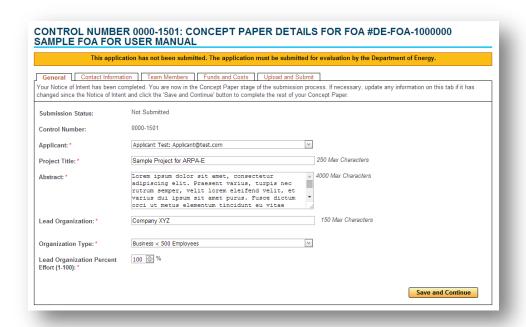

Once you have created the Notice of Intent, you will be assigned a Control Number to be used as a reference for the duration of the application process. ***If you do not create the Notice of Intent before the applicable deadline, you will not receive a Control Number and will not be eligible to submit a Concept Paper or Full Application.*** Once the Notice of Intent is complete, you will be immediately directed to the next stage of the FOA process.

CONCEPT PAPER (IF APPLICABLE)

A FOA may require you to submit a Concept Paper to the eXCHANGE system before moving on to the Full Application stage. The information required for a Concept Paper varies by FOA and is detailed in the FOA description and associated documentation. A sample Concept Paper form can be seen below.

Once you have finished entering all the required information, navigate to the Upload and Submit tab to certify and submit you Concept Paper. All required information must be completed, and the Submit button must be clicked before the deadline. If your Concept Paper was successfully submitted, a message will be displayed on the screen, and the eXCHANGE system will send an automated email confirming your submission. ***If you do not submit before the applicable deadline, you will not be eligible to submit a Full Application.***

FULL APPLICATION

All FOAs require the submission of a Full Application. The information required for a Full Application varies by FOA and is detailed in the FOA description and associated documentation.

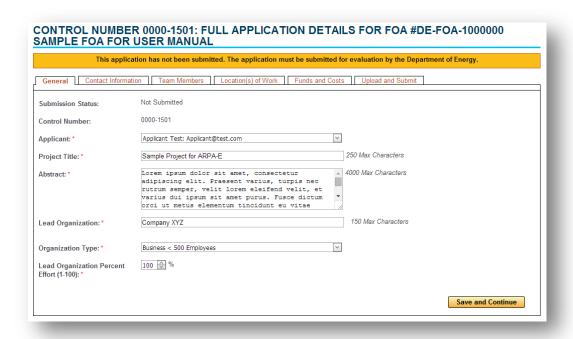### Creating a Full Application

If this is the first stage in the FOA process, click the Apply button on the FOA description to create a Full Application. To create a Full Application from an associated Concept Paper, navigate to the My Submissions page, then click the View Details link for the associated Concept Paper. Then, click the Create Full Application button in the Concept Paper Response section.

Submitting a Full Application

Information from the Concept Paper stage (if required) will be transferred over into the Full Application form, a sample of which can be seen below.

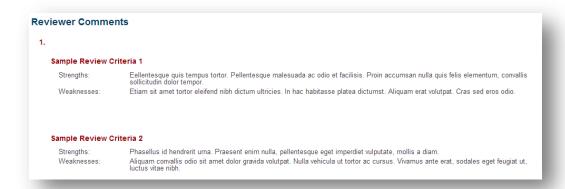CONTROL NUMBER 0000-1501: FULL APPLICATION DETAILS FOR FOA #DE-FOA-1000000 SAMPLE FOA FOR USER MANUAL

Once you have finished entering all the required information, navigate to the Upload and Submit tab to certify and submit your Full Application. All required information must be completed, and the Submit button must be clicked before the deadline. If your Full Application was successfully submitted, a message will be displayed on the screen, and the eXCHANGE system will send an automated email confirming your submission. *If you do not submit before the applicable deadline, your Full Application will not be reviewed or considered.*
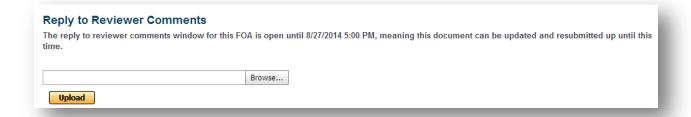
VIEWING AND REPLYING TO REVIEWER COMMENTS

Some FOAs allow applicants to view comments on Full Applications made by reviewers and may allow applicants to upload a document replying to those comments. These comments and the file upload are only available during a certain period of time specified in the FOA. To view these comments, and upload a reply if one is allowed, navigate to the My Submissions page, then click the View Details link for the Full Application. If comments are available, they will appear in the Review Comments section, as seen below.
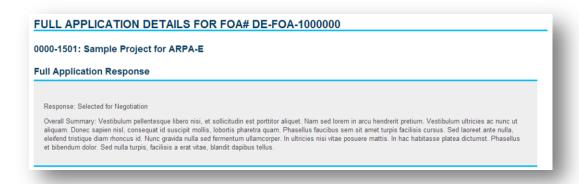
Below the review comments, if applicable, you will be able to upload a single Reply to Reviewer Comments file in PDF or Word document format, as seen below. Once a file is uploaded, you will receive a message both on screen and in an email from the eXCHANGE system confirming your file submission. This file can be removed and replaced up until the window for viewing and/or replying to reviewer comments has closed. After this point, you may view the file in the list of submission files in the Submission Details section of the page.
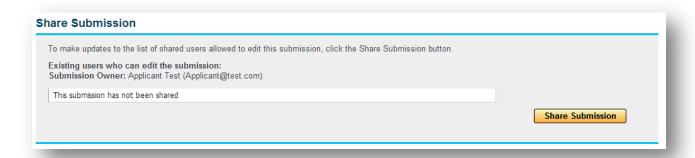

REVIEWING SUBMISSION DECISIONS

Once the review of your submission has been completed, decisions and associated comments will be posted in the eXCHANGE system. To view the decision and comments, navigate to the My Submissions page, then click the View Details link for the submission, and review the Concept Paper/Full Application Response section.

SHARE ACCESS TO SUBMISSIONS WITH OTHER USERS

At any point in the submission process, you may share your submission with other eXCHANGE users using the Share Submission feature. Sharing a submission with another user will give that user access to edit, view submission decisions, and view reviewer comments for all stages of a FOA (Concept Paper and Full Application). To share your submission, navigate to the My Submissions page, then click the View Details link for the submission, and scroll down to the Share Submission section, as seen below.

When sharing your submission, if you know the user already has an eXCHANGE account, you can enter their email, and the submission will be shared right away. If the user does not have an account, you can invite them to register for eXCHANGE. ***Please note that the submission will not be automatically shared if you invite a user to join eXCHANGE, you must share the submission on this page once they have registered an account.*** All users with access to the submission are listed on the Submission Details page.

To remove someone from the list of shared users, simply click the Remove Share link in the table, as seen above.